

(Print on Regional Letterhead)

INVITATION TO TEAM MEETING

DATE: _____

Name

Address

City, State, Zip

Dear _____:

A team meeting has been scheduled to plan services for _____ on _____, _____, 20__, at _____AM/PM. We will be discussing the development of or possible changes in _____'s services. The meeting will be held at _____.
The following team members have be invited:

_____ Name	_____ Title/Organization
_____ Name	_____ Title/Organization
_____ Name	_____ Title/Organization
_____ Name	_____ Title/Organization

You are welcome to bring with you those people who may be important in helping you plan these services. If this time is not convenient, please contact me by _____ at _____, and we can reschedule the meeting.

Sincerely,

Name

Title